

# Ohio Department of Aging 2014 Family Satisfaction Survey

## Family List Instructions

- Go to [www.aging.ohio.gov/services/ombudsman/familysurvey.aspx](http://www.aging.ohio.gov/services/ombudsman/familysurvey.aspx) and download the Family List Template.
- In cell B3, enter the name of the facility.
- In cell B5, enter the name of the facility contact\*.
- In cell B7, enter the facility contact's email address\*.
- In cell B9, enter the current facility census.
- Cell B11 automatically calculates.
- In rows 14 and below, enter a first name, last name, street address, city, state and ZIP code **for a family member or friend of each current resident of the nursing home.**  
NOTE: Do not enter any resident information on the list.
- To prevent a single person receiving more than one family satisfaction survey for a nursing home, please enter each individual's name only once. If they represent more than one resident, for example a guardian or family member of multiple residents, please enter the number of residents they represent in the final column.

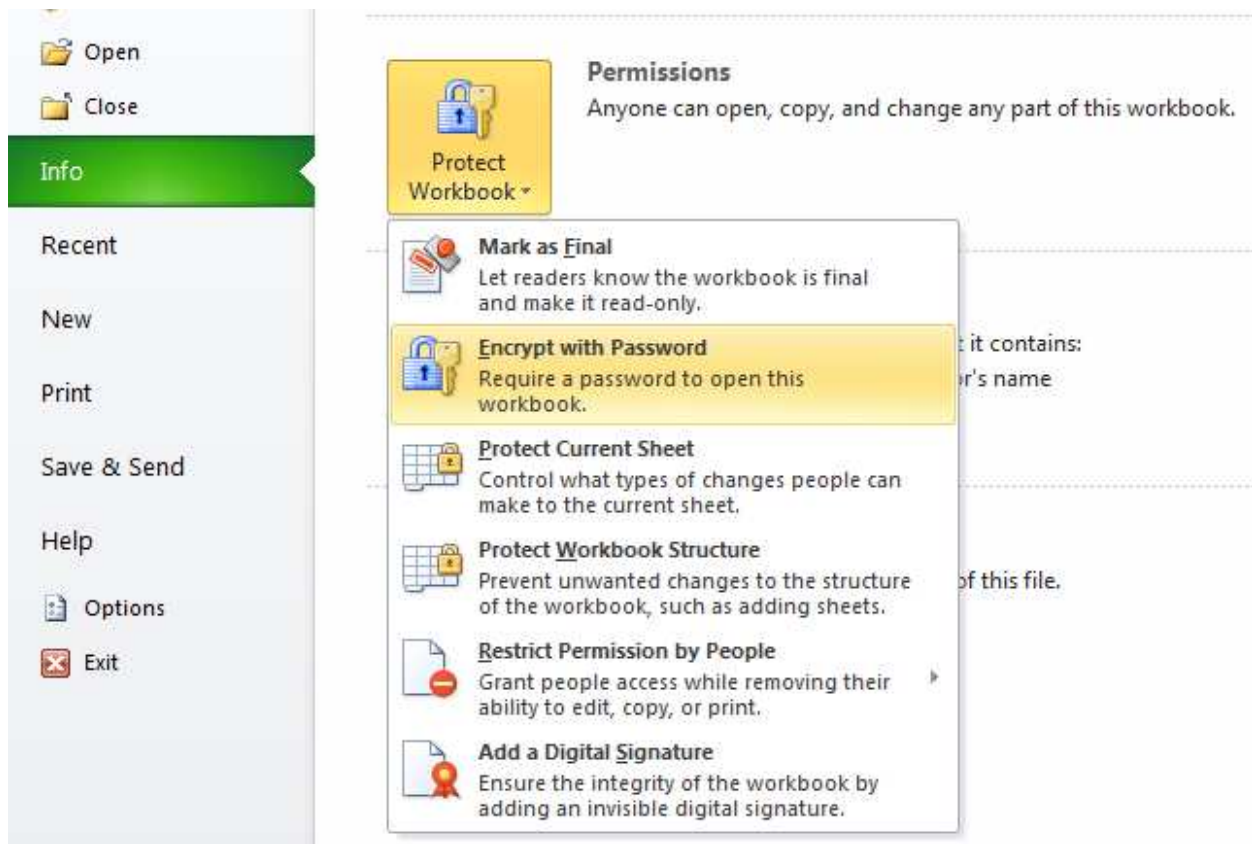
2014 Family Satisfaction Survey Family List Template						
Name of Facility:	<input type="text"/>					
Facility contact person:	<input type="text"/>					
Email address:	<input type="text"/>					
Current facility census:	<input type="text"/>					
# names submitted:	2					
First Name	Last Name	Street Address	City	State	ZIP Code	If this person is the contact for more than one resident, please enter the number of residents they represent below (otherwise leave blank):
John	Doe	123 Main Street	Anytown	OH	40000	
Jane	Smith	ABC Guardianship Services, 456 High Street	Anytown	OH	40000	3

- Next, protect the document with the password assigned by the Ohio Department of Aging and save the document with the file name assigned by the department. If you do not have the letter addressed to the administrator (sent approximately two weeks in advance of the due date), please call the family survey helpline at 1-844-592-5040.
- See password protection instructions on the next pages for 2010, 2007 and 2003 versions of Excel.
- Email the password and encrypted Excel spreadsheet to: [familysurvey@age.ohio.gov](mailto:familysurvey@age.ohio.gov)  
Please do not submit other forms/templates of family lists.

\*This information is used for follow-up questions or clarification and to send updates to the family survey process.

## How to Password Protect and Save Excel 2010 Workbooks


Open the **File** menu then click **Info**

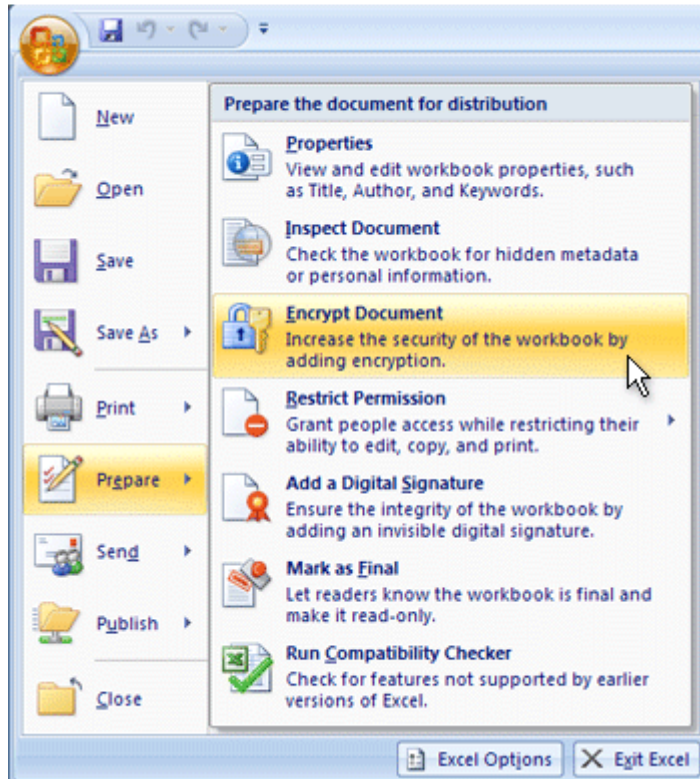


Click **Protect Workbook** then **Encrypt with Password**. Use the password assigned by ODA. The password will be included in the letter sent to the Administrator approximately two weeks prior to the facility's list due date.

Finally, save the document. Open the **File** menu then click **Save As**. Save the file with the file name assigned by ODA. The file name will be in the format (OH999999.xls) and will be included in the letter sent to the Administrator approximately two weeks prior to the facility's list due date.


## How to Password Protect and Save Excel 2007 Workbooks

Click the Microsoft Office button , point to **Prepare**, and then click **Encrypt Document**.



In the **Password** box, use the password assigned by ODA, then click **OK**. The password will be included in the letter sent to the Administrator approximately two weeks prior to the facility's list due date.

In the **Reenter Password** box, type the password again, then click **OK**.

Finally, save the document. Click the Microsoft Office button , then click **Save**. Save the file with the file name assigned by ODA. The file name will be in the format (OH999999.xls) and will be included in the letter sent to the Administrator approximately two weeks prior to the facility's list due date.

## How to Password Protect and Save Excel 2003 Workbooks

Open the **File** menu then click **Save As**.

From the **Tools** menu, click **Options**.

Click on the **Security** tab in the upper section of the Options menu box.

Type the password assigned by ODA into the **Password to Open** box.

Type the password assigned by ODA into the **Password to Modify** box.

Click **OK**.

Wait to be prompted and then retype your password to confirm.

Click **Save**.

Wait to be prompted and click **Yes** to replace the existing workbook.

<http://www.wikihow.com/Password-Protect-a-Microsoft-Excel-2003-Document>